

## UHN COVID-19 – Swab & Go EPR Order Entry Tip Sheet

*\*Tip Sheet courtesy of UHN Health Services*

Goal	Input employee data into EPR Order Entry – COVID-19 Virus Detection <b>IMPORTANT</b> – The below fields are used for Data Reporting to UHN Leadership. They help IPAC and Occ health to proactively see emerging trends. Please try to be accurate in you selections (ask clarifying questions with presenting employee to be able to select the best options in EPR).																													
Step #	Step Name	Actions																												
1	Visit Selection	<div><div><ul style="list-style-type: none"><li>Search the patient by MRN</li><li>Conduct PPID check to ensure the right patient record is open</li><li>Ensure the correct visit is selected by checking:<ul style="list-style-type: none"><li>Visit date = Today’s date</li><li>Visit location = Occ Health</li><li>Visit status = active</li></ul></li></ul></div><div><div>Patient ID: 7017543</div><div><div><div>Test,lp Location: active OP MRN: 7017543</div><div><div>Home Address: 12 main street vancouver, ON V6C 1T0</div><div>Birthdate: 20-Feb-63 Age: 57Y</div><div>Visit Count: 2 OHIP #:</div></div><div><div>Home Telephone: (654) 654-6565</div><div>Sex: Female</div></div></div><table><tr><th>Visit Number</th><th>Start Date</th><th>Stop Date</th><th>Specialty</th><th>Physician</th><th>Visit Location</th><th>Types</th><th>Status</th><th>Facility</th></tr><tr><td>50000010712</td><td>01-Jun-20</td><td></td><td></td><td></td><td>TG-OccHealth</td><td>OP</td><td>active</td><td>UHN DEV</td></tr><tr><td>11310000220</td><td>18-Jun-13</td><td>11-Oct-18</td><td>Psychiatry</td><td>Abbey,S</td><td>TG-5MB Card</td><td>IP</td><td>discharged/clo...</td><td>UHN DEV</td></tr></table></div><div><div>Conduct PPID check to ensure the right patient record is selected</div><div>Ensure right visit is selected by checking: 1. Visit date = Today’s date 2. Visit Location = OccHealth 3. Visit Status = active</div></div></div></div>		Visit Number	Start Date	Stop Date	Specialty	Physician	Visit Location	Types	Status	Facility	50000010712	01-Jun-20				TG-OccHealth	OP	active	UHN DEV	11310000220	18-Jun-13	11-Oct-18	Psychiatry	Abbey,S	TG-5MB Card	IP	discharged/clo...	UHN DEV
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2	Order Selection	<div><ul style="list-style-type: none"><li>Go to “order entry” → enter as “Direct Order” → Search “COVID-” → Select from the Nursing Medical Directive drop down “COVID-19 Virus Detection”</li></ul></div> <div><div><div>Order Selection Order History Search</div><div>Order Options</div><div><div><div>All Laboratory</div><div>All Radiology</div><div>All Diagnostic Tests</div><div>All Nutrition</div><div>All Common Tests</div><div>All Reg/ADT</div><div>All Ambulatory Tests</div><div>All Nursing</div><div>PM</div><div>TG</div><div>TR</div><div>TW</div><div>COVID-19 Assessment Centre Initi</div></div></div></div></div>																												

3	Order Entry	<p>Fill out each field as prompted by the system</p> <p><b>2). When:</b> Select #5 “now (label print)</p> <p><b>3). Specimen:</b> Select the appropriate swab</p> <p><b>4). Clinical Symptoms:</b>          Always select “<b>NONE</b>” since <u>only asymptomatic employees</u> should be tested at the Swab &amp; Go clinic</p> <ul style="list-style-type: none"> <li>If employee is experiencing any symptoms, please direct them to the TG COVID-19 full assessment centre clinic for full assessment.</li> </ul> <p><b>5). Asymptomatic Reasons:</b>          Always select “<b>Part of the UHN employee testing program</b>”</p> <ul style="list-style-type: none"> <li>If employee is here for a positive re-swab or testing because of an exposure, please direct them to the TG COVID-19 full Assessment Centre clinic for full assessment.</li> </ul>
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## Example:

Order Entry - COVID-19 Virus Detection

Once collected, please put specimen(s) in 2 biohazard bags and transfer in person to specimen receiving. DO NOT SEND via pneumatic tube system.

COVID-19 Virus Detection

Order Comment:

2) When: Monday, 1 June 2020 Rout

3) Specimen: Nasopharyngeal Swab

4) Clinical Symptoms: NONE

5) Asymptomatic Reasons: Part of the UHN staff testing program

Reason for Test: Asymptomatic - surveillance

7) Site: Toronto General

8) Comment:

Reason Text: Asymptomatic - surveillance

Please be sure to complete the mandatory test fields accurately or else this test may be rejected by Public Health Ontario Laboratory.

Enter/select the appropriate date/time

Select the appropriate swab

Should always select “**NONE**”

Should always select “**Part of the UHN staffing testing program**”.

This will auto-populate reason for test as “Asymptomatic – surveillance”

4	Edit Collector	<p>From the users main screen, select ‘Specimen Collection’ -&gt; ‘Other Specimens’</p> <div> <div> Patient Shortcuts  Chart Review  Order Entry  Patient Care Schedule  Specimen Collection  Unscheduled Procedure  All Assessments Report  Vital Signs Trend Report </div> <div> Order Entry - COVID-19 Virus Detection  Once collected, please put specimen(s) in 2 biohazard bags and transfer in person to specimen receiving. DO NOT SEND via pneumatic tube system.  COVID-19 Virus Detection  Frequency/Schedule  Bloods  <b>Other Specimens</b>  Sputum, Stool, Swabs, Urine </div> </div> <p>Choose the Covid test and open, once open select ‘edit’, choose collector field and enter Collecting RN/other name. Save once complete.</p>
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